



REGULATIONS FOR GUESTS

(approved by the Department Council on March 28th, 2013)
(modified by the Department Council on February 27th, 2014)

1. General Provisions

The present Regulations regulate the terms and conditions of access to and use of the premises of the Department of Industrial Engineering for people holding the status of “**guest**”.

The status of “**guest**” can be recognized exclusively to single subjects not employed at the Department of Industrial Engineering who, thanks to their own qualifications, positively contribute to the institutional activities of the Department, so that their presence can be considered an added value for the Department.

The Regulations have been drawn up in compliance with the University “Regulations regulating the access to and use of the equipment and premises allocated to research activities”, issued with Rector's Decree no. 2965 dated October 13th, 2010. Moreover, the present Regulations implement the provisions of the Department “Access Regulations”: <http://www.dii.unipd.it/dipartimento/regolamenti>

2. Type of Users

The status of “**guest**” can be given to subjects belonging to the following categories:

- a. holders of teaching assignments in one of the Degree Programmes managed by the Department;
- b. retired Professors acting as tutors or supervisors of Bachelor/Master/Ph.D. theses not yet defended upon their retirement, for a period not longer than one year;
- c. retired Professors continuing research activity proven by publications in journals indexed in Scopus or the Web of Science together with other faculty of the Department;
- d. research and/or teaching personnel (Professors, Ph.D. students, grant beneficiaries, temporary research fellows, research collaborators) belonging to national or international Universities or research bodies, with which the Department has specific conventions or co-operation relationships in the field of research or teaching;
- e. *Visiting Scientists* formally invited by the Head of the Department;
- f. holders of a task in the framework of initiatives related to and officially recognized by the Department (Presidency of sector associations based at the Department, public relations, participation in national and international Boards, ...);
- g. *Visiting Scholars* (Ph.D. students / Postdoctoral researchers funded by their own sending Universities and spending a limited period of time at DII for research reasons);



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- h. Research and/or teaching personnel (Professors, Ph.D. students, grant beneficiaries, temporary research fellows, research collaborators, etc.) belonging to other Departments of the University, proving their research activity with publications in journals indexed in Scopus or the Web of Science together with faculty of the Department of Industrial Engineering.

3. Terms and Conditions

The DII on-line procedure foresees that a DII **Professor or researcher** (or the President of the relevant Degree Programme Board of Studies, in the case of holders of teaching assignments) submits a hospitality request on behalf of the applicant via webpage <http://www.dii.unipd.it/ospiti> and by uploading the programme of the activities to be carried out. The hospitality request must be first validated by the relevant Service and then approved by the Department Head subject to the prior approval of the Department's Giunta.

Upon notification of the approval of his/her request, in order to finalize his/her "guest" status and get access to the Department premises, the applicant shall have to connect to the on-line platform *Persone DII* (<http://www.dii.unipd.it/servizi/accesso-al-dipartimento-di-ingegneria-industriale>) and pay the ad-hoc insurance policy, in case he/she has no insurance coverage. The deposit slip can be downloaded from the same platform.

The working costs (telephone and internet fees, telephone charges, photocopies, ...) will fall on the teaching funds in the case of holders of teaching assignments, while they will fall on the cost elements indicated by the Professor of reference in all the other cases.

The status of "guest" entitles to access the Department and use its premises on the days and at the times foreseen by the Department "Access Regulations".

The Department binds itself to grant the guest a workstation in a room usually shared with other people and a magnetic badge to access the premises at the foreseen times, for the overall period of his/her stay.

The status of "guest" has a validity of maximum one year and can be renewed upon the reference Professor's request to the Department Head. In the case of retired Professors, a hospitality request can be submitted for no longer than four years since their retirement date.

The Department Head can revoke the status of "guest" at any time due to justified organizational needs of the Department or to justified serious reasons.

4. Access to Laboratories

Should the applicant carry out activities in the Department teaching or research laboratories, he/she will have to comply with the provisions of the Department "Access Regulations", that is undergo the foreseen safety training, pay the relevant insurance policy and undergo medical examinations in compliance with the Legislative Decree DL no. 81/2008.

5. Temporary Provisions

For anything not expressly provided for in the present Regulations, reference shall be made to the provisions of the University Regulations issued with Rector's Decree no. 2965 dated October 13th, 2010.